

18 November 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the ADMAG Meeting 11 November 1974

1. The following members were present at the 11 November meeting of ADMAG

Office

Name

OJCS
SEC
PERS
COMMO
MED



25X1A

2. The following points were discussed:

Recap of Meeting with DDA and ADDA:

All felt the meeting with Mr. Blake and Mr. McMahon was quite beneficial and productive. It appears to bode well for the future. Items closed by that meeting represent completed issues to ADMAG. The only comments concerned the "Did You Know" portion of the Official Bulletin Board. ADMAG will submit on at least a one shot basis a list of appropriate items. ADMAG felt the DDA and ADDA did an excellent job of "nailing" most items.

Old Business

a. Items concerning "Qualification of Clerical and Professional Personnel" and "Employee Benefit Loss - Non-Headquarters Personnel" were tabled until the return of [REDACTED]

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b. Grade Attraction Scale for Secretaries - [REDACTED] commented this is now referred to as the "Secretarial Pattern." It is an issue that has been before the Management Committee. The decision has been made not to change this system. However, a realization that inequities exist has led to an effort in the future by PMCD to look at selected positions and make grade changes as appropriate.

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25X1A With this information the group felt it probably could do no more. But it would be carried over until [REDACTED] takes a look at the regulations.

25X1A c. Office Time-in-Grade Requirements
After much discussion it was determined that Mr. [REDACTED] should forward a memo from ADMAG recommending standardization across offices for Time-in-Grade guidelines. These would consist of 6 mos. through GS-10 and 12 mos. for GS-11 and up.

25X1A d. Length of Time for Badging Agency Contractors - [REDACTED] stated this is really a two phase problem, the most critical being from date of initiation until approval (clearance). The average time for this is 10 days. This was not considered to be an inordinate amount of time. The second aspect -- time from approval to issuance of badge is often dependent on the badgees and varies. Also not considered a major problem. This issue was dropped.

25X1A e. Results of Psychiatric Counseling (Records)
[REDACTED] reported on the procedures used in maintaining confidentiality of records and information supplied to the counselor. The group was satisfied that this procedure was totally appropriate. At the same time perhaps including a more adequate description in the "Consultative Service" Bulletin would be beneficial in reassuring personnel of conduct of the counseling. [REDACTED] will check into this possibility and report at next meeting. 25X1A

Under New Business, all items:

- . Academic Grade Reports in Personnel Files
- . Grade Limitations on Vacancy Notices
- . Stenographer Practice and
- . Centralization of Counseling Services:
were carried over to the next meeting because the appropriate members were not present.

New New Business

25X1A a. Conduct of Combined Federal Campaign
[REDACTED] reported that he had received reports from disgruntled employees about the confidentiality of reporting procedures in the CFC. Although it appeared several employees had a legitimate concern it was not considered broad enough to require ADMAG involvement.

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b. Salary Offer Inconsistencies

[REDACTED] surfaced a problem regarding the inconsistency in initial salary offers to applicants by different components in the Agency, i.e., a computer programmer might be offered a GS-08 by ISG and a GS-07 by OJCS. Further discussion is merited on this issue.

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c. Housing Assistance to EOD'ers

[REDACTED] recommended the Agency do more in the way of providing housing location assistance to EOD'ers coming to the Washington area. Such assistance could range from provision of information earlier in the applicant processing to actually assisting the EOD'er in locating suitable housing. The issue involves numerous problems including allocation of resources and will be discussed further.

3. Other issues ADMAG members should consider for the next meeting - Monday 25 November at 1530 in the DDA conference room are

a. Items for the "Did You Know" section of the Official Bulletin Board.

b. Specific recommendations on ADMAG Budget.

c. Plans for the Semi-Annual Report/retreat.

25X1A

[REDACTED]
Co-Chairman, ADMAG